

Exam: Correctional Sergeant 1.2017

Questions 1-2 are minimum requirements and you must meet these qualifications.

Questions 3-4 are extra credit and are not required but may increase your score.

Question 5 is for your customized resume and is required. Your resume **MUST** support your exam answers for Questions 1 thru 4 or you will fail the exam.

Choose the option that best describes your education, training and experience.

Your responses must be verifiable through education, training and/or employment records which may be requested prior to hire.

Inaccurate information may result in your removal from this register.

1. What is your experience working in an adult correctional facility?

This is typically gained by at least two years in a corrections profession where direct supervision of offenders was the major responsibility of the job.

If you have additional experience in this area it may increase your score. Your response must be supported in your resume and verifiable through education, training and work history records which may be requested prior to hire.

- ☐ A. I do not have the training or experience listed above.
 - ☐ B. I have at least 2 years of full time work experience in the corrections profession where supervision of offenders was a primary responsibility of the job.
 - ☐ C. I have at least 3 years of full time work experience in the corrections profession where supervision of offenders was a primary responsibility of the job.
 - ☐ D. I have at least 4 years of full time work experience in the corrections profession where supervision of offenders was a primary responsibility of the job.
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2. How have you gained some knowledge of supervision to qualify for this position?

This is typically gained by completion of a training class or seminar (8 or more hours) specifically covering supervisory practices; OR at least 1 year of lead-work or supervisory experience that involved work assignment, direction, and monitoring of staff (Supervision of offenders does NOT qualify).

If you have additional education, training, or experience in this area it may increase your score. Be certain your resume supports your exam answers.

- When referencing work experience, list dates of employment (MM/YYYY - MM/YYYY or Present).
- When referencing training, list the name of the training and number of hours completed.
- When referencing education, list the name of the course, course number, number of credits

earned and a brief description of the course.

Answer

3. Choose the option below which best describes your POST Certification in Basic Correction.

Idaho law requires Correctional officers hired after July 1, 2005 to become Idaho POST Certified in basic correction.

Please reference POST Minimum Standards for Certification.

<https://adminrules.idaho.gov/rules/current/11/1101.pdf>

- ☐ I am not eligible or willing to become Idaho POST Certified in Basic Correction.
I meet the Minimum Standards for Idaho POST Certification per IDAPA 11.11.01 and
- ☐ I am willing to become POST Certified in Basic Correction within one year of my hire date.
- ☐ I am Idaho POST Certified in Basic Correction.
I was hired by the Idaho Department of Correction or at Idaho Correctional Center
- ☐ (CCA) prior to July 1, 2005 and I have been grandfathered into this requirement per IDAPA 11.11.04.052.01.

4. (DESIRABLE QUALIFICATION) How you have acquired some knowledge of training methods?

This is typically gained by successful completion of one college level course (3 credits) or workshops & classes of 16 hours (2 days) or more covering communication concepts, learning styles, course design, and presentation skills. If you are qualifying based on Education or Training, list the course number(if available), title, dates, hours and/or credits, name of sponsoring entity, and be sure to include the concepts covered. You may also qualify based on your experience presenting Formal training sessions to groups (such as at POST or regular classroom training of 1 hour or more at regular intervals). Describe the Formal setting, the audience (trainees), class size, training goal, and number of hours of Formal training that you have presented, Facilitated, and/or Co-Facilitated.

This is desirable qualification and not required to meet the minimum requirements for this

position; however additional education, training, or experience in this area may increase your score.

Your resume must support your exam answers.

- When referencing work history, include the dates of employment (MM/YYYY - MM/YYYY or Present)
- When referencing training list the name of the training, sponsoring entity and hours completed
- When referencing education, list the subject, course number, name of the course and a brief description of the course.

Answer

5. IMPORTANT: You MUST add your customized resume to the space provided or you will fail this exam. Your resume MUST support your answers provided in this exam. Inaccurate information may result in your removal from this register.

Emphasize your education, experience, and training directly related to the exam questions. For education or training, list the title and course number (if available), dates, number of classroom hours (or days) and/or credits with a brief description of the content. For experience list the months and/or years held, title of your job(s), number of staff supervised, and the name of the employer(s) where you worked in this capacity, along with a description of your supervisory duties and responsibilities.

If you do not have your resume prepared, click on "finish later". Once your resume is completed, you will need to return to this exam question, copy and paste it in the space below Once you insert your resume, click on "save exam answer". Scroll down to review your exam responses and submit your completed exam by the closing date.

PLEASE NOTE: Any special formatting such as underlines, tabs, bolding, indenting, numbering and bullets in your resume will be removed when you copy and paste it from WORD into the space below - this is OK! We are only interested in the content.

Insert your resume here.

